



US Department  
of Transportation  
Maritime  
Administration

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES  
MAO 800-2  
dtd. 5-1-74

NO. 800-2  
EFFECTIVE DATE  
August 21, 1992

#### SUBJECT

### OCCUPANT EMERGENCY PROGRAM

#### Section 1. Purpose:

1.01 This order prescribes the organization, functions, and responsibilities for emergency evacuation of buildings occupied by the Maritime Administration (MARAD). For purposes of this order, emergency is defined as an urgent occurrence requiring immediate action which might involve bombings, bomb threats, civil disturbances, fires, explosions, floods, electrical power failures, hostage situations, medical emergencies, hurricanes, tornados, earthquakes, or other natural disasters or accidental human-caused disasters.

#### Section 2. References:

Occupant Emergency Program Guide, 1990, published by the General Services Administration.

Department of Transportation (DOT) Order 3900.6A, 8-17-88, Occupant Emergency Programs for Department of Transportation Headquarters Buildings in Washington, DC.

Occupant Emergency Plan, DOT Headquarters Nassif Building, revised August, 1987.

#### Section 3. Organization:

3.01 Responsibility for managing emergencies in a Federally owned or leased facility is placed upon a "Designated Official" who is the highest ranking official of the primary occupant agency or a designee. Therefore, where MARAD is a tenant within a building and the primary occupant is another Federal agency, MARAD will cooperate with the Designated Occupant Emergency Planning Official for the building and, as requested, provide staffing for the Building Occupant Emergency Organization.

3.02 For those buildings owned by MARAD and/or where MARAD is the primary occupant, an Occupant Emergency Organization must be established by MARAD. Exhibit A depicts a typical building Occupant Emergency Organization consisting of employees, in a specific building, designated to carry out the requirements of the Occupant Emergency Plan. The Plan should be in accordance with the Occupant Emergency Program Guide published by the General Services Administration (GSA), Federal Protective Service. For buildings of one story and housing not more than 75 persons, an abbreviated Occupant Emergency Plan may be devised (Exhibit B).

Section 4. Responsibilities:

4.01 The MARAD Occupational Safety and Health Manager is designated as MARAD's overall Occupant Emergency Coordinator. Specifically, he/she shall:

- 1 As requested, ensure participation by MARAD headquarters in cooperation with the Office of the Secretary of Transportation's Occupant Emergency Coordinator.
- 2 As requested, provide guidance to Regions and the U.S. Merchant Marine Academy relating to occupant emergency procedures.
- 3 Periodically ensure that MARAD field installations, in need of such plans, have up-to-date plans in place.

4.02 The Region Directors and the Superintendent, U.S. Merchant Marine Academy, are responsible for developing and implementing Occupant Emergency Plans within their respective jurisdictions as needed pursuant to section 3, above. In cases where a building is MARAD-owned or leased, or where MARAD is the principal occupant, these officials shall:

- 1 Establish organizations, administer and coordinate Occupant Emergency Plans consistent with policy direction and guidance on the Occupant Emergency Program Guide published by GSA and local or regional occupant emergency programs.
- 2 Advise all personnel in their respective jurisdictions of the Occupant Emergency Plans.
- 3 Review plans annually and update, if needed.

4.03 Associate Administrators, Independent Office Directors, Region Directors and the Superintendent, U.S. Merchant Marine Academy, shall, upon request, designate personnel to staff the Occupant Emergency Organizations in buildings where they are a tenant.

4.04 The Personnel Officer and Region/Academy Personnel Representatives shall assist in the selection and training of personnel to staff the organizations, as necessary.

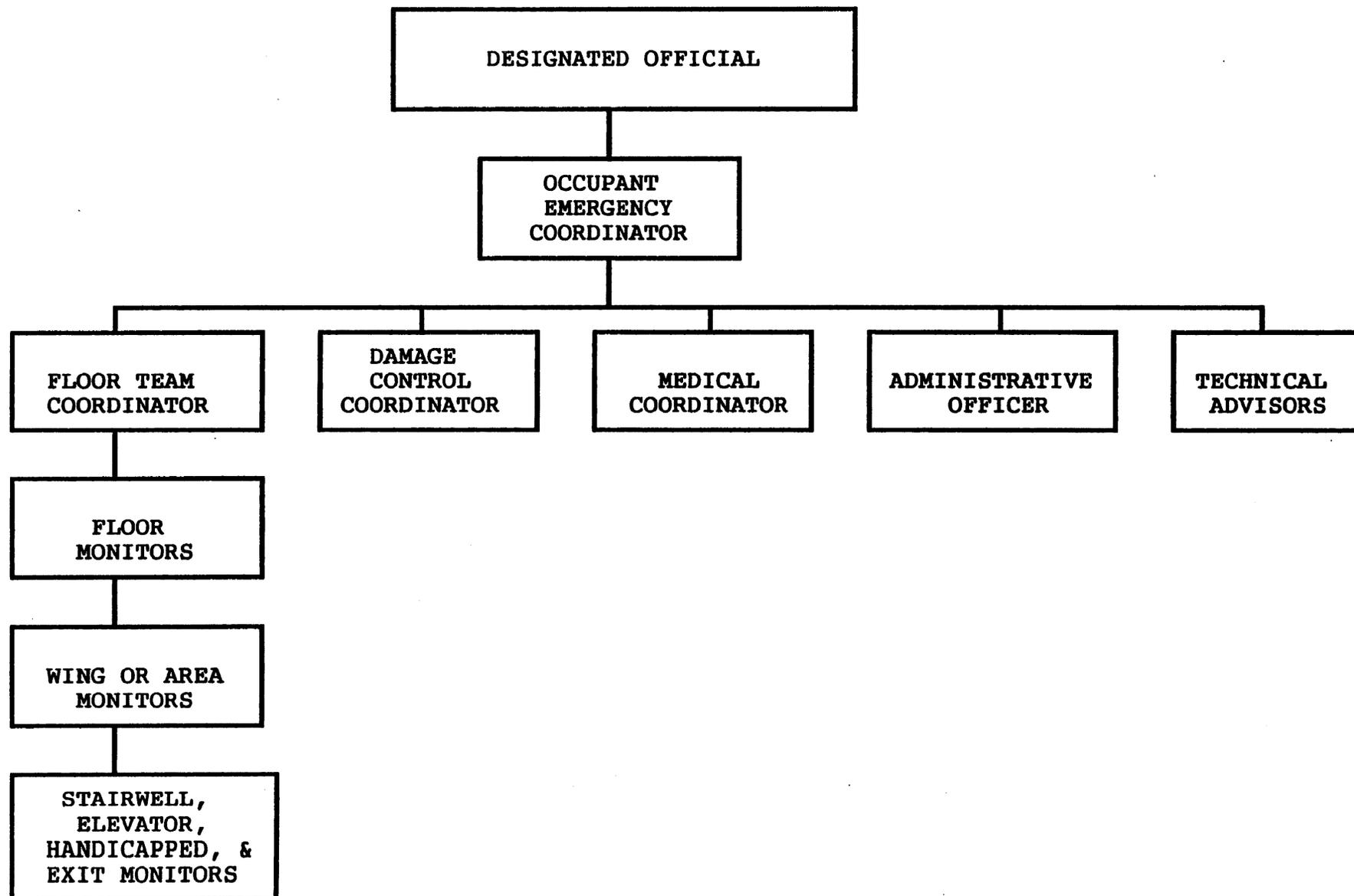
4.05 Supervisors shall:

- 1 Assure complete and prompt response of employees to regulations in event of actual emergency or drill exercise; and
- 2 Provide the necessary time from normal work duties for personnel to participate in the emergency organization.

4.06 The duties and responsibilities of the members of the Occupant  
Emergency Organization are set forth in Exhibit C.

  
EARNEST HAWKINS  
Associate Administrator  
for Administration

OCCUPANT EMERGENCY ORGANIZATION



<b>OCCUPANT EMERGENCY PLAN (Abbreviated)</b> <i>(This form is provided as a suggested guide for storefront and/or ground level small office space)</i>	DATE
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<b>AGENCY</b>		<b>ADDRESS</b>	
<b>FIRE</b>	<b>POLICE</b>	<b>MEDICAL ASSISTANCE</b>	
<b>FEDERAL PROTECTIVE SERVICE</b>		<b>BUILDING MANAGER</b>	
<b>OFFICIAL IN CHARGE</b>		<b>DUTY PHONE</b>	<b>OTHER PHONE</b>

**EMERGENCY ORGANIZATION INFORMATION**  
(Coordinators, Monitors, and Bomb Search Officer)

	NAME	DUTY	OFFICE PHONE	OTHER PHONE
1.				
2.				
3.				
4.				

**EMERGENCY PLAN GUIDANCE**

**Know Evacuation Routes**

**Know the Plan of Action**

<p style="text-align: center;"><b>FIRE OR SMOKE</b></p> <ol style="list-style-type: none"> <li>1. Sound building alarm.</li> <li>2. Call Fire Department _____</li> <li>3. Notify Official in Charge _____</li> <li>4. Notify Buildings Manager _____</li> <li>5. Notify Federal Protective Service _____</li> <li>6. Assist Fire Department.</li> <li>7. Close windows and doors <i>(Do not lock)</i></li> </ol>	<p style="text-align: center;"><b>BOMB THREAT</b></p> <ol style="list-style-type: none"> <li>1. Record information on back of this form.</li> <li>2. Notify Official in Charge _____</li> <li>3. Notify Police _____</li> <li>4. Notify Federal Protective Service _____</li> <li>5. Notify Buildings Manager _____</li> <li>6. Search immediate area and public areas for suspicious objects.</li> <li>7. If suspicious package or bomb found:               <ol style="list-style-type: none"> <li>a. Do not touch.</li> <li>b. Notify Bomb Squad _____</li> <li>c. Evacuate area.</li> </ol> </li> </ol>
<p style="text-align: center;"><b>EARTHQUAKE</b></p> <ol style="list-style-type: none"> <li>1. Take cover under table, desk, or in doorway.</li> <li>2. Do not run outdoors.</li> </ol>	
<p style="text-align: center;"><b>SEVERE WEATHER</b></p> <ol style="list-style-type: none"> <li>1. Secure objects outside building.</li> <li>2. Prepare to move to place of safety.</li> <li>3. Stay away from large windows.</li> <li>4. For tornado, open windows.</li> <li>5. Know location of utility shutoff valves and switches.</li> <li>6. Stay tuned to weather reports.</li> <li>7. Standby for further instructions.</li> </ol>	<p style="text-align: center;"><b>CIVIL DISTURBANCE</b></p> <ol style="list-style-type: none"> <li>1. Notify official in charge.</li> <li>2. Secure doors.</li> <li>3. Notify Police _____</li> <li>4. Notify Federal Protective Service _____</li> <li>5. Notify Buildings Manager _____</li> </ol>

**NOTE: In all emergencies, be prepared to assist the handicapped.**  
*Bomb Threat Checklist on Reverse Side*

**TELEPHONE BOMB THREAT CHECKLIST**  
**Important: REMAIN CALM**

CODE NUMBER \_\_\_\_\_

**SECTION I - INSTRUCTIONS**

1. Follow instructions received from your supervisor, Federal Protective Officer, or the designated official.

2. If you are ordered to evacuate, take with you any drafts, forms, or reports you may have prepared regarding the threat.

**SECTION II - PERTINENT DATA**

1. TIME BOMB IS SET TO EXPLODE

\_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

4. LOCATION OF BOMB

a. Building \_\_\_\_\_  
b. Floor \_\_\_\_\_ c. Area \_\_\_\_\_

2. DESCRIBE TYPE OF BOMB

5. EXPLAIN WHY CALLER WISHES TO INJURE OR KILL INNOCENT PERSONS

3. DID CALLER INDICATE KNOWLEDGE OF THE FACILITY?

NO  YES (Explain) \_\_\_\_\_

**SECTION III - DESCRIPTION OF CALLER'S VOICE**

MALE  FEMALE  
 YOUNG  OLD  MIDDLE-AGED  
 CALM  NERVOUS  REFINED  ROUGH  
 ACCENT  SPEECH IMPEDIMENT

(Describe) \_\_\_\_\_

EXACT WORDS OF CALLER

DO YOU RECOGNIZE VOICE?

NO  YES (Whose voice is it?) \_\_\_\_\_

**SECTION IV - BACKGROUND NOISE**

TRAFFIC  HORNS  WHISTLES  
 MUSIC  BELLS  AIRCRAFTS  
 TAPE RECORDER  MACHINERY

RUNNING MOTOR (Type) \_\_\_\_\_  
 OTHER \_\_\_\_\_

**SECTION V - TELEPHONE LINE DATA**

1. LINE ON WHICH CALL WAS RECEIVED

LISTED NUMBER?  UNLISTED NUMBER?

2. IS THIS A NIGHT NUMBER?

NO  YES (Whose number?) \_\_\_\_\_

3. HAS A BOMB THREAT CALL BEEN PREVIOUSLY RECEIVED ON THIS NUMBER?

NO  YES (Explain) \_\_\_\_\_

**SECTION VI - REPORTING OF THREAT**

(Caution: DO NOT TALK TO OTHERS about incident.)

1a. NAME OF PERSON RECEIVING CALL

2. REPORT THREAT TO:

a. FEDERAL PROTECTIVE SERVICE DIVISION

b. DIVISION AND TELEPHONE NUMBER

b. DESIGNATED OFFICIAL

c. TIME AND DATE CALL RECEIVED

c. BUILDINGS MANAGER

OCCUPANT EMERGENCY ORGANIZATION

All occupant emergency operations are directed by the Command Center Team from the building's Command Center. In a large facility, this team would include the Designated Official, and Occupant Emergency Coordinator, a Floor Team Coordinator, a Damage Control Coordinator, a Medical Coordinator, an Administrative Officer, and Technical Advisors. In a small facility, some positions, such as Administrative Officer, Medical Coordinator, and Floor Team Coordinator, may not be needed; or one person could perform several functions.

Duties of the Command Center Team members are outlined below:

The Designated Official shall develop emergency plan and coordinate with all tenants; select and train Occupant Emergency Organization members; ensure that appropriate procedures are followed during emergencies; identify and establish working relationships with Federal, State, and local agencies that might respond to an emergency in the facility; and initiate activities to prepare occupants for emergencies and inform them of response procedures.

The Occupant Emergency Coordinator shall assist the Designated Official; act for the Designated Official during absences; perform delegated duties of the designated official; and serve as liaison between Designated Official and other members of the Command Center Team.

The Floor Team Coordinator shall assist the Occupant Emergency Coordinator; coordinate planning of occupant movement between floors during an emergency; and coordinate floor, wing, stairwell, elevator, and other monitor activities.

The Damage Control Coordinator shall assist the Occupant Emergency Coordinator; identify utilities, alarm systems, communications equipment, and other pertinent systems and equipment in the building; make recommendations on the use of facilities and equipment; maintain emergency call list for utilities and hazardous substances; and direct Damage Control activities.

The Medical Coordinator shall assist the Occupant Emergency Coordinator; identify available medical emergency services; maintain first aid equipment; arrange CPR, first aid, and other paramedical training; and maintain list of personnel with CPR and paramedical training.

The Administrative Officer shall assist the Occupant Emergency Coordinator; record enacted emergency procedures; maintain organization records and update them monthly; and provide required administrative services.

Technical Advisors are --

- The Building Manager (GSA or Lessor) who should work with the Occupant Emergency Coordinator and provide information about the building and the operation of its mechanical systems.
- The Physical Security Specialist who should work with the Occupant Emergency Coordinator; provide advice on security and law enforcement matters; and serve as liaison with Federal and local law enforcement officials.
- Other Occupants familiar with the building's utilities, mechanical systems, and other characteristics of importance in an emergency.